

Classification: Ag Program Supervisor (71320 – 81-03)

Working Title: Ag Development Supervisor

Position Summary

Under general supervision, this position's primary responsibilities include: management of agricultural development programming (e.g. grants, economic development services, consultations, etc.) and related programming within the Division of Agricultural Development. As a member of the management team, this position will oversee unit objectives and daily activities as well as provide input into the Bureau's broader strategic plan and policies.

The position oversees economic development initiatives to: ensure the long-term viability of Wisconsin's agricultural industry, support for new farm businesses in agriculture, identify additional resources, increase awareness, and collaborate with partners and other organizations who work with Wisconsin farmers and agricultural companies to benefit Wisconsin agriculture. The position oversees agricultural development program staff.

GOALS AND WORKER ACTIVITIES

40% Goal A: Management of agricultural development programs and services (e.g. grants, economic development services, consultations, etc.).

- A.1. Develop an annual unit work plan and submit to the Bureau and to the Division, identifying program priorities and methods to implement policies and to ensure resources are used effectively. Perform required activities to accomplish work plan goals and evaluate routinely.
- A.2. Develop new initiatives, policy or operating procedures for new or existing programs. This includes evaluating impact of legislative mandates or other agency's programs on Bureau initiatives.
- A.3. Lead planning and implementation of grant-funded projects; this includes applying for and tracking grant funds.
- A.4. Evaluate program and activity outcomes and prepare reports to summarize findings and recommendations. Provide written and/or oral reports to key stakeholders inside and outside of the Agency.
- A.5. Provide a range of liaison, public relations and education activities such as: attend DATCP Board meetings to discuss program information, serve as a liaison to other divisions and entities (e.g., UW Extension, technical colleges, etc.) to resolve or mitigate concerns as well as respond to procedural matters, present training sessions, etc.
- A.6. Conduct stakeholder visits as necessary.
- A.7. Represent the agency's viewpoint as administrative codes are developed which impact on economic development, financial program administration, etc.; testify as required.
- A.8. Perform other duties as assigned.

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30% Goal B: As a member of the management team, participate in program planning and evaluation including policy and procedures.

- B.1. Participate in strategic program planning for the bureau, directing unit operations in alignment with established goals or initiatives. Identify emerging trends, business needs, and/or legislation or rules changes for discussion with the management team.
- B.2. Provide information to management staff regarding work activities for use in workload analysis and planning. Provide recommendations to management regarding technical training needs and options for implementation.
- B.3. Research and/or interpret provisions of the laws and regulations affecting the program areas; provide guidance to staff on work activities as well as technical feedback ensure high quality program products.
- B.4. Develop training and educational materials on technical provisions of the rules, policies, etc. for external parties or industry users of division programming. Coordinate or conduct training sessions as necessary.
- B.5. Serve as a technical resource to a variety of parties (e.g., program staff, industry representatives, managers, general public, etc.) regarding program activities, initiatives, regulations, etc.
- B.6. Direct the development of evaluation and impact reports on the accomplishments of the work unit for the Bureau Director, Administrator, department management, the Secretary, Legislature, etc.
- B.7. Manage program area budgets, implementing internal procedures to review and account for appropriations and expenditures. Periodically review budget status and expenditures with the Bureau Director and/or other management team members.
- B.8. Perform other related duties as assigned.

30% Goal C: Responsible for staff supervision, direction, motivation, and training.

- C.1. Develop employee objectives, conduct performance evaluations, counsel and guide staff. Provide coaching and mentoring to improve staff effectiveness and efficiency in delivery of services as well as assess and discuss staff training or other professional development needs.
- C.2. Monitor work assignments ensuring work plans are established and followed as well as review and approve leave schedules, training requests, timesheets, and expense reports. Assess and discuss staff training and other professional development needs.
- C.3. Provide orientation, training, and technical/procedural advice to staff to aide in their continuing development.

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- C.4. Manage the process of selection and hiring of new staff to assure fairness and equal opportunity for all applicants.
- C.5. Recommend reclassification, discipline, and layoff of staff. Review for compliance with applicable standards and rules. Receive, process, and reply to grievances.
- C.6. Monitor and implement State Compensation Plan and/or union contract provisions as applicable.
- C.7. Implement the Department's and Division's affirmative action policy and plan in the hire, direction, development, promotion, and supervision of staff.

KNOWLEDGE AND SKILLS REQUIRED BY THIS POSITION:

- A. Knowledge of and connections with agricultural industry stakeholders and resources. (e.g. dairy, livestock, food and beverage industry groups, processors, etc.)
- B. Knowledge and experience of agricultural industry marketing and logistics systems – local, regional and international.
- C. Ability to recognize opportunities, challenges and trends in the agricultural industry. Be able to work with or organize industry groups and stakeholders to develop action plans.
- D. Knowledge and experience evaluating business projects from feasibility to business planning and implementation including marketing and logistics.
- E. Ability to develop and guide economic and business development plans to meet agency, division and work unit goals.
- F. Knowledge of management and supervisory techniques, including staff motivation.
- G. Strong and effective communications skills (both oral and written).
- H. Ability to direct and lead projects.
- I. Ability and interest in learning about new technologies.
- J. Strong problem solving, analytic and organizational skills.
- K. Knowledge of program administration, budgeting and management techniques.
- L. Knowledge of policy analysis and program evaluation techniques.
- M. The ability to coordinate efforts and services with other state agencies and institutions.
- N. Effective research, data analysis, and report writing skills.

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SPECIAL REQUIREMENTS: 1) Regular travel within the State of Wisconsin; 2) Possession of, or ability to obtain, a valid Wisconsin driver's license or the ability to provide one's own transportation for work purposes.

Additional Preferred Requirements/Experience:

- Economics/financial experience
- Existing relationships and/or ability to build strong relationships with key stakeholders
- International travel may be required.
- Based in Madison POSOB location.